

Procedures for Managing Microfiche Collections

1. Certify that microfiche collections are in the proper order, sort first by Range then Tier. Sort each township in this order: OG plat, OG supplemental plats, MT plat, MT supplemental plats, other use plats, supplements to other use plats, Supplemental Index pages in consecutive order, Historical Index pages in consecutive order. Not all township ordering rules will apply to each township; skip those rules that don't apply when ordering the plats and HIs in each townships.
2. The first notice will be a list of plats and HIs that are currently available on the website. That list will be lengthy and ordered by township.
3. In reference to the list, remove the corresponding aperture cards from the microfiche collection and store them in an archive. Due to recent changes to the General Records Schedule, all microfiche copies of plats and HIs will need to be retained as permanent records.
4. Subsequent notifications will be sent immediately following a web update. These notifications will be a list of plats and HIs that have been newly added to the website, also ordered by township.
5. Repeat step 3.
6. Questions regarding this procedure should be directed to Dave Mansell, Supervisory Contact Representative, 307-775-6131. Questions regarding permanent records and retention status should be directed to Debra Yeager, Records Manager, 307-775-6088. Questions regarding the web update notifications should be directed to Mary E. Wilson, Supervisory Cartographer, 307-775-6468.